APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Dept. of Offender Rehab. #2 Martin Luther King Jr. Dr. Atlanta, GA 30334	**Application Number** 83-850
Application Number		**Date Received** JUN 6 1983 **Date Completed** JUL 2 8 1983

2. Person to Contact	Working Title	Telephone Number
Susan Davis	Records Management Officer	656-5561

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest: 1982 Latest: Present	Regular Detail Assignment Lists (Agency Wide Common Schedule)

6. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

The Custody and Security Division's are responsibile for the custody, treatment and security of inmate in state and county institutions.

7. Record Series Description — This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: Accounting for inmates who leave their cells/dorms to report to work details.

Included are:

"Regular Detail Assignment" lists for each day and each detail which list inmate number, name, detail number and dates they reported in and out to work. Forms vary from institution to institution.

File is arranged: Chronologically by month

8. Monthly Reference Rate — How often are records referred to which are:

One to six months old __seldom__; Seven to twelve months old __0__; Thirteen to twenty-four months old __0__; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* __Varies with each institution__

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.
b. Statute of limitation _____ years.   e. Administrative need ___30 days___ years.
c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

Office reference to account for location of inmates

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other ___month___ then,

☒ Hold in the current files area _____ month(s) _30 days~~year(s)~~; then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
B. Whitworth, for DCF	6/1/8?	Susan Davis	5/24/83

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		6-21-83
	Secretary of State/Designee	Edward Weldon	6/16/83
	Attorney General/Designee		2-22-53